

**Pursuant to a motion of the Carbon County Commission on May 18, 2009, Section I of the Travel Policy is hereby amended to read as follows:**

**Same Day Trips** – Employees will not be reimbursed for meals for any non-overnight travel.

**Overnight Trips – Meals** - Employees shall be reimbursed for their meal expenses when traveling overnight for business purposes previously approved by their respective supervisors or department heads. Employees need not stay in a hotel or motel to be eligible for meal reimbursements for overnight business functions. The meal allowance for a 24-hour period of travel is \$40.00 per day. All employees wishing to receive reimbursement for meal expenses must submit to the Clerk's office an agenda or schedule of proceedings for the conference, seminar, or business meeting attended, if possible, as proof of the necessity of the meal expense. An employee will not be reimbursed for any complimentary meals provided as part of the business function he or she attends, unless the employee has special dietary needs which preclude him or her from eating the complimentary meal. A request for an advance for meals must also be accompanied by an agenda or schedule of proceedings.

If meal charges on a departmental Visa Card exceed the \$40.00/day allowance, a check to Carbon County for the difference must be attached when meal receipts are turned in.

Employees traveling less than 280 miles to arrive at or to leave from an overnight business function shall be eligible for one meal reimbursement for the portion of that day comprising the travel; employees traveling 280 miles or more shall be eligible for two meal reimbursements for the portion of the day comprising the travel. The following reimbursement rates shall apply for meal reimbursements when travel to or from an overnight County business purpose requires less than the full day's meal reimbursement allowance.

Breakfast: \$7.00

Lunch: \$12.00

Dinner: \$21.00

**Overnight Trips – Hotels** – Employees may be reimbursed for hotel expenses for the night prior to any conference or business function beginning prior to 10:00 a.m. if the business function is 90 miles or more from the Carbon County Courthouse Building at 140 East Main Street, Price, Utah. Additionally, employees shall be reimbursed for one dinner and hotel expenses for the night following any conference or business function if

the business function ends after 4:00 p.m. and is 280 miles or more from the Carbon County Courthouse Building.

**Out-of-State Travel**

The basic meal allowance for a 24-hour period of travel is \$43.00 per day and the same requirements as in-state travel shall apply.

**Alcoholic beverages are not reimbursable.**

Employees whose travel requires exceptions to this policy must seek approval from the Carbon County Commissioners.

The remainder of the Travel Policy shall remain in full force and effect.

DATED this 18th day of May, 2009.

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Chairman,  
CARBON COUNTY COMMISSION